

## **MINUTES OF THE COTS PRIVACY, SECURITY & ACCESS COMMITTEE**

MAY 4, 1999

### **Committee Attendees:**

**Present:** Cheryl Clark (DMV), Pat Jackson (VT), Jim Adams (DIT), Carrier Gillotte (GMU), and John Palese (DSS).

**Absent:** Darrell Gasaway (DJJ), Ed Morris (DOC), George Riesco (Nexus), Lewis Vass (VSP), Dan Houlihan (VIPnet), Andy Poarch (DIT), Ray Davis (DGIF), Gordon Jarratt (County of Fairfax), Mike O'Neil (DSS), and Dan Galloway (SCC).

The May 4, 1999 COTS' Privacy, Security & Access (PSA) Workgroup meeting was held at the Department of Motor from 1 to 3 p.m.

The meeting began by Cheryl Clark announcing that Jim Adams accepted the position of Secretary for the group. Cheryl reviewed highlights of the April 6<sup>th</sup> meeting.

- The group decided to focus attention on the domain of IP technologies, targeting efforts to promote public confidence, employee education and safe and effective sharing of information between agencies.
- Four product documents to be developed and presented back to the group:
  1. Model of Committee's Legal Framework by Pat Jackson
  2. Model of Internet Risks & Countermeasures (tools/techniques/standards) by Dan Houlihan, Jim Adams and George Riesco.
  3. Categories of Information by Captain Vass
  4. Charter/Scope by Cheryl Clark and Andy Poarch
- Group may wish to recommend PSA related legislation to Secretary Upson for the 2000 General Assembly.

**Action: Cheryl Clark will check with Andy Poarch on the date the Secretary would need any legislative recommendations.**

### **Group Discussion:**

John Palese strongly urged the group needed to set guidelines and potential policy on usage on the

Internet for employees. The group needs to focus on retention requirements and determine if it meets the criteria of the Commonwealth. He showed examples of the Department of Social Services' Retention Policy. Consistent with discussion of this topic at prior meetings, the group affirmed this as a need.

**Action: John Palese will give a report at the June meeting on the Department of Social Services Internet guidelines and policy.**

Jim Adams stated that members should share their agency policies for "best practices" for exchange of information. This will help the group develop acceptable use of policies on Internet access.

Cheryl Clark reviewed briefly the materials submitted by Dan Houlihan on Model of Internet Risk & Countermeasures. Handout: "A Framework for Helping Make Informed Decisions On Issues Relating to Privacy, Security, and Access on the Web".

This document established Commonwealth context for PSA issues and referenced other states' "best practices", web-enabled government, digital images and legal prohibitions.

Jim Adams stated that one of the group's focuses should include developing a Commonwealth-wide policy on E-commerce, including a network and directory service, digital signatures and implementation of procedures and policies.

Cheryl Clark handed out copies of the "Result of the Secretary of Technology Customer Summit". She cited the three priorities regarding the Internet.

**Priority 1: What is the state's role in providing Internet access to the public?**

**Priority 2: On-line applications for state service and use.**

**Priority 3: Procedures to address electronic signatures and use.**

**Action: Jim Adams will report back to the group regarding details of the Summit regarding the Internet issues.**

John Palese stated that the group needs to look into an encryption policy and have a standard policy in-place. Issues on prohibitions on matching records and sensitive data exchange need to be reviewed. The group needs to gather information and determine where the prohibitions are.

Pat Jackson asked about VIPnet's policies and procedures dealing with security access. Cheryl Clark briefly described the agreement between DMV and VIPnet. She demonstrated a "Smart Card" (Vendor: Security Dynamics) which is being used by VIPnet clients to use when accessing DMV information. DMV and VIPnet signed a Memorandum of Agreement (MOA). VIPnet has a Users Agreement between them and their users/clients. VIPnet is responsible for the security of the information. The MOA was

reviewed and approved by the Attorney General's Office.

**Action: Cheryl Clark will send Pat Jackson a copy of the VIPnet Agreement.**

Cheryl Clark distributed a list of several recommended Web sites with white papers on PSA topics of interest.

Pat Jackson distributed an initial catalog she has compiled on the current statutory provisions and foundation for the guidance of privacy/security and confidentiality in Virginia. Pat stated that the General Assembly is currently studying the Freedom of Information Act issues. A meeting is scheduled for May 27, 1999, at the Capitol. She will forward more information and a "white paper" regarding these issues.

**Action: Pat Jackson will forward a summary "white paper" to members regarding the current statutory provisions in Virginia.**

**Next PSA Meeting:** Tuesday, June 8 from 1-3:00 p.m. at DMV Headquarters in Richmond.